

Figure 1-62: Stamp Process

6. The document is now signed and can be accessed anytime from the Existing Authorizations.

Note: Documents are kept in GovTrip for six years, three months for audit purposes.

2.9.4 Trip Compare

The Trip Compare feature allows the user to compare two documents side-by-side. In order to utilize trip compare, the user must have at least two created documents. To access Trip Compare from within a document, select **Review & Sign** on the subnavigation bar, then **Trip Compare**. This will bring the user to a list of active documents.

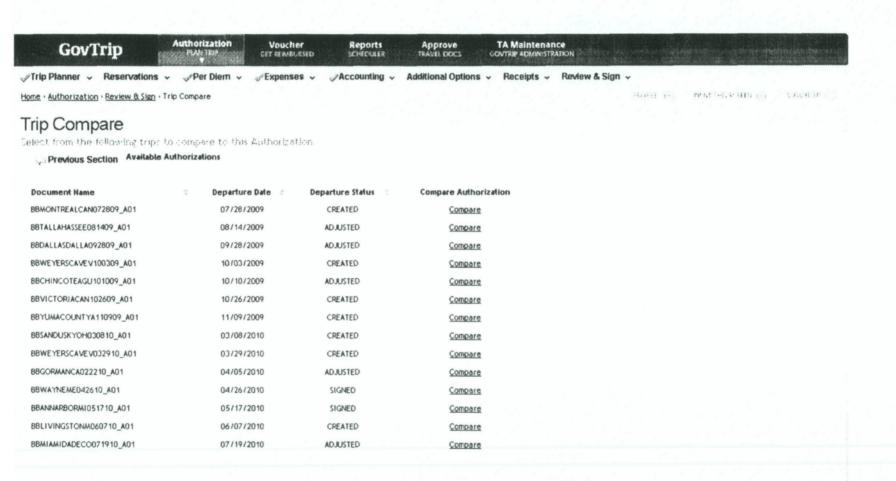


Figure 1-63: List of Documents to Compare

Select the document for comparison to the current authorization. This will bring up the information for both documents side-by-side and comparison can occur.

Compare Trip

Peview the details for the trips below

Overall Starting Point Time Zone: EST (06) For AUTH - BBTOPEKAKS080210_A01

Itinerary:

Leave From:

RES: FAIRFAX, VA

Leave: 02-Aug-10

LOCATION 1 - TOPEKA,K\$ Time Zone: CST (07)
For AUTH - BBTOPEKAK\$080210_A01

Itinerary:

ry: Leave From:

RES: FAIRFAX, VA

TDY Location:

TOPEKA,KS

Arrive:

02-Aug-10

Leave:

06-Aug-10

Rental Car:

Hertz - Economy Car

Cost:

\$189.45

GOVCC

Location:

PWM - Portland, Me (Usa)

Pick-Up:

02-Aug-10 9:00AM

Drop-Off:

06-Aug-10 5:00PM

Method of Reimbursement:

Lodging:

Name:

RAMADA INN - DOWNTOWN

Cost:

\$70.00 / Night

Check-In:

02-Aug-10 1:00PM

Check-Out:

06-Aug-10 12:00AM

Check-Out;

Method of Reimbursement:

GOVCC

Overall Starting Point Time Zone: EST (06) For AUTH - BBMIAMIDADEC0071910_A01

Itinerary:

Leave From:

RES: FAIRFAX, VA

Leave:

19-Jul-10

LOCATION 1 - MIAMI-DADE COUNTY,FL Time Zone: EST (06)
For AUTH - BBMIAMIDADEC0071910_A01

Itinerary:

Leave From:

RES: FAIRFAX, VA

TDY Location:

MIAMI-DADE COUNTY,FL

Arrive:

19-Jul-10

Leave:

23-Jul-10

7599

Air Travel: Carrier:

United Airlines Inc. (UA)

Flight: Depart:

Arrive:

ic.

IAD-Washington, Dc (Usa) (Dulles Apt)

19-Jul-10 12:32PM

MIA-Miami, FI (Usa) (Miami Int L. Apt)

19-Jul-10 3:11PM

Method of Reimbursement:

GOVCC

Air Travel:

Carrier:

United Airlines Inc. (UA)

Flight:

7593

Depart:

MIA-Miami, FI (Usa) (Miami Int L. Apt)

23-Jul-10 8:45AM

Arrive:

IAD-Washington, Dc (Usa) (Dulles Apt)

23-Jul-10 11:15AM

Method of Reimbursement:

GOVCC

Rental Car:

Company:

Thrifty Rent-A-Car - Economy Car

Cost:

\$138.83

Location:

MIA - Miami, FI (Usa) (Miami Int L.

Apt)

Pick-Up:

19-Jul-10 4:00PM

Drop-Off:

23-Jul-10 8:00AM

Method of

GOVCC

Reimbursement:

DOUBLETREE MIAMI MART AI

Name: Cost:

\$117.00 / Night

Lodging: